

Employee Suggestion - [REDACTED] No. 211

25X1A9a

A. Information about the Suggestor:

[REDACTED], GS-13, Intelligence Officer, O/SI
Intelligence Production Staff

B. Summary of the Suggestion:

The suggestor proposes that a card form for providing information for indexing purposes be used by all collecting personnel of the Office of Operations.

C. Estimated Savings:

No monetary savings are estimated by the suggestor.

D. Evaluation:

The Chief, Contact Division/OO states that "... the suggested card form largely duplicates CIA forms now in existence, 57-24 and 57-25." Further comments by him are:

"Use of forms 57-24 and 57-25 by OO/C field personnel, at first mandatory, was designed to provide Index originally with a file of the best "potential" sources of foreign information. By September, 1949, sufficient experience had been accumulated to produce a shift of emphasis in Index from recommending "potential" sources to recommending "proven" sources, i.e. sources which had provided specific information in OO-B reports. The mandatory use of the forms was dropped and field personnel were given the option of submitting new contact information either on the forms or in memoranda.

In view of the existence of forms 57-24 and 57-25, we do not recommend the adoption of the suggested form. We recommend that the Efficiency Awards Committee commend the author of the suggestion for calling to our attention once more the fact, obvious but frequently overlooked, that the source files of Index, in producing names as potential sources, are only as effective as the information which is put into them; and that field personnel may have been lax to a certain extent in forwarding this information (to which the author of the suggestion admits personally). We will call this matter once more to the attention of our field office."

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K. Note:

Although the suggested card form has not been adopted, the suggestion should be considered for an award if it results in the discovery that an instruction has not been followed and corrective action is being taken (as indicated in the 2nd paragraph of E. above). In such instances the suggestion is meritorious within the meaning of the Regulations, since it has brought about an improvement in operations or service. A token award and commendatory letter is recommended.

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